

The Partnership to Reduce Cancer in Rhode Island

I. Name of the Partnership

The name of the organization shall be The Partnership to Reduce Cancer in Rhode Island hereinafter called the Partnership.

II. Mission of the Partnership

The mission of the Partnership is to reduce the burden of cancer for the residents of Rhode Island by working collaboratively to: educate and advocate on cancer issues; to ensure Rhode Islanders have access to care, prevention, early detection, treatment, rehabilitation, survivorship, palliative care, and the quality of life; and to promote research.

III. Roles and Responsibilities of the Partnership

Major Responsibilities:

- Promote the mission, vision, and programs of the Partnership.
- Actively participate.
- Regularly attend and actively participate in full Partnership meetings.
- Regularly join and contribute to at least one workgroup and/or committee.
- Carry out one or more activities which meet the objectives of the work group.

Major Roles:

- Contribute to the development, implementation, dissemination, and evaluation of the Rhode Island comprehensive cancer plan.
- Foster interagency collaboration in efforts to better understand, prevent, and treat cancer in Rhode Island.
- Promote networking between Partnership members.
- Work to secure broad-based community support for strategies that will have a positive effect on the morbidity and mortality due to cancer in Rhode Island.
- Promote the Partnership and the Rhode Island comprehensive cancer plan with each organization, as well as to other stakeholders.

IV. Membership in the Partnership

Membership is open to any organization and individual that is interested in working toward reducing the burden of cancer in Rhode Island, and whose mission is not in conflict with the Partnership.

1. Conflict of Interest

On any matter brought to a vote, a Member with a conflict between the interests of the Partnership and the Member's organization will be responsible to declare such a conflict and absent his or herself from the room during discussion and vote on the item.

2. Removal of Members

At the discretion of the Board of Directors, a member shall be removed from membership status in the Partnership should their be a substantial breach of ethical or moral conduct or if the member no longer qualifies for membership.

3. Speaking for the Partnership

Members can only speak on behalf of the Partnership with the approval of the position on the specific topic by the Board of Directors.

V. Meetings of the Partnership

The Partnership shall meet a minimum of two times per year. One of these meetings shall be an Annual Meeting. Business to be taken up at this meeting shall include business as the Chair shall specify in the agenda of the meeting. Notice of the annual meeting shall be sent to members of the Partnership at least twenty-one (21) days prior to the date of the meeting. A detailed agenda shall be sent at least seven (7) days prior to the date of the meeting

V I. Officers of the Board of Directors of the Partnership

The Partnership will have a chair, vice chair, treasurer, and secretary that will be elected from and by the current membership of the Partnership.

Additionally, the immediate past chair will serve as an Officer of the Board.

The Officers will be considered and referred to as the Executive Committee.

The Chair will: carry out responsibilities of leadership for the Partnership; have general powers of management usually vested in the office of chairperson; and convene and preside over meetings of the Partnership and its Board of Directors.

The Vice Chair will carry out the duties of the Chair in his/her absence and will assume the duties of the chair, if that office is vacated, through the remainder of the term. The Vice Chair will also serve as the chair of the Governance Committee.

The Treasurer shall monitor the receipt, deposit and disbursement of all funds of the Partnership as directed by the Board of Directors, shall submit an account of the financial condition of the Partnership as the Board of Directors may require, and shall perform other duties as assigned by the Board of Directors.

The Secretary will keep an accurate record of the proceedings of Partnership and Board of Directors meetings and will make a request to staff to notify the Partnership and its Board of Directors of meetings.

The Immediate Past Chair shall provide continuity to the Board of Directors and can perform duties as requested by the Chair.

VII. Terms for the Officers of the Board of Directors of the Partnership

The Chair, Vice Chair, Treasurer and Secretary will serve for two years, which may be renewed for one additional term. Officers can not serve in two consecutive terms in the same position.

1. The terms of office will coincide with the fiscal year of the Partnership which shall be July 1 – June 30.

VIII. The Board of Directors of the Partnership

- The Board of Directors will be the governing body of the Partnership, and will be responsible for the strategic and operational direction of the Partnership.
- The Board of Directors will manage the work of the Partnership in pursuit of its mission, to include, but not limited to, the development, implementation and evaluation of the comprehensive cancer plan, membership recruitment, organizational structure and function, and identification of priorities.
- Should the Partnership become a 501 c(3) organization, the Board will have fiduciary responsibility.
- The Board of Directors will have a minimum of seven and a maximum of 15 members. No more than one representative from a governmental agency or member organization may be seated on the Board of Directors.
- A maximum of two individual Partnership members, not affiliated from a governmental agency or member organization, may be elected to the Board.
- The Board of Directors will be elected from and by the Partnership.
- Work Group Chairs are invited to participate, but do not have voting rights unless they are a duly elected member of the board, and then they may exercise their already existing right to vote.
- The Board of Directors will hold a minimum of two meetings a year. Board members are expected to attend a minimum of 50% of the meetings each year.

- The members of the Board of Directors will serve a two-year term, and are eligible for re-election for two additional terms.
- Members of the Board of Directors who have served the full six years may be re-elected after rotating off the board for a minimum of one year.

IX. Operational/Standing Committees of the Board of Directors of the Partnership

- The Operational/Standing Committees will include, but not be limited to Executive, Membership, Governance; Nominating; and Summit Planning.
- Operational/Standing Committees will be formed to address functional and structural issues of the Partnership.
- Operational/Standing Committees shall be open to all Partnership members and key community stakeholders. Each committee will have a chair who is a member of the Partnership, recommended by the Chair of the Board of Directors, and elected by the Board of Directors with the exception of the governance committee that is chaired by the Vice Chair of the Board of Directors.
- The frequency of Committee meetings will be determined by the committee.
- Minutes of the Operational/Standing Committee meetings will be shared with the Board of Directors and reported to the full Partnership.
- The Executive Committee is made up of the Officers of the Board as outlined in section VI.
- The Membership Committee is responsible for assessing the current membership annually, and recommending and recruiting new members based upon the needs identified in the assessment.
- The Governance Committee reviews the bylaws, and recommends changes if needed.
- The Nominating Committee recommends a slate of board members and officers for the Board of Directors to the Partnership a minimum of annually, or as needed. The committee will assure that any unfilled positions are filled. The committee will consist of at least three members who are members of the Partnership, but not members of the Board of Directors. The slate recommended will be based upon an annual assessment of the existing Board of Directors.

- The Summit Planning Committee provides input to the coalition manager for the development of the annual comprehensive cancer summit facilitated by the Partnership.

X Work Groups of the Partnership

- The Work Groups will include: Prevention; Detection and Screening; Treatment; Palliative Care, Survivorship; and Surveillance and Evaluation.
- It is the responsibility of the Work Groups to provide input into the state comprehensive cancer plan and to address plan priorities for the implementation of the state comprehensive cancer plan.
- The Work Groups, in conjunction with the Governance Committee will annually assess the function and organization of the Work Groups and make recommendations as needed.
- The Work Groups will submit annual work plans in a timely manner to the Board of Directors for review, and to the Partnership for approval.
- The function of the Work Groups may change over time.
- The Work Groups will update the Partnership on the projects and recommendations of each group at Partnership meetings.
- The Work Groups will consist of Partnership members, expert community based consultants, and other parties who embrace the mission of the Partnership and bring expertise in the designated areas.
- The Chairs of the Work Groups will be recommended by the Board of Directors and elected by the Partnership.

XI Partnership Voting

- Each member organization or individual member is entitled to one vote.
- Each member organization must be present and represented to vote.

XII Partnership and Board of Directors Conflict of Interest

On any matter brought to a vote, a member organization with a conflict between the interests of the Partnership and the member organization will be responsible to declare such a conflict. The Partnership will decide whether the member should vote on the issue about which the conflict has been declared.

XIII Quorum for the Partnership, Board of Directors and the Executive Committee

- A. The Partnership - A quorum for the Partnership, will consist of a simple majority of those present.
- B. The Board of Directors – One-third of the Directors shall constitute a quorum for the transaction of business. The vote of a simple majority of Directors present shall be the act of the Board.
- C. Executive Committee – The vote of a simple majority of those present shall be the act of the Executive Committee. In emergencies the Chair can communicate with the Executive Committee members to make decisions.

XIV Amendment of the Partnership Bylaws

The bylaws may be amended at the request of any member of the Partnership at any regular or special meeting of the full Partnership, provided notice setting forth the proposed amendments have been sent to all members at least 30 days prior to the meeting, and a quorum votes to approve the amendment.

XV Staff Support for the Partnership and its Board of Directors

The Coalition Manager will provide support for the Partnership, its Board of Directors, Operational/Standing Committees, and Work Groups.